

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

Public Services - Town and Country Planning - A.P. Municipal Town Planning Service Rules, 2013 - Issued.

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**MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (B2) DEPARTMENT**

**G.O.Ms.No.348**

**Dated:20.07.2013.**  
**Read the following:**

1. G.O.Ms.No.568, Municipal Administration and Urban Development Department, Dated:23.05.1981.
2. G.O.Ms.No.255, Municipal Administration and Urban Development Department, Dated:17.05.1984.
3. G.O.Ms.No.330 MA, Municipal Administration and Urban Development Department, Dated:23.06.1988.
4. G.O.Ms.No.197 MA, Municipal Administration and Urban Development Department, Dated:25.03.1992.
5. G.O.Ms.No.185 MA, Municipal Administration and Urban Development Department, Dated:31.07.1997.
6. G.O.Ms.No.4119, Municipal Administration and Urban Development Department, Dated:04.02.2008.
7. From the Director of Town and Country Planning, Andhra Pradesh, Hyderabad Lr.Roc.No.4264/2003/M4, dated:25.09.2009.
8. From the Director of Town and Country Planning, Andhra Pradesh, Hyderabad Lr.Roc.No.4264/2003/M4, dated:20.04.2011.
9. From the Director of Town and Country Planning, Andhra Pradesh, Hyderabad Lr.Roc.No.4264/2003/M4, dated:07.02.2012.
10. From the Andhra Pradesh Town and Country Planning Technical Employees Association, Hyderabad Representation Dated:15.02.2012.
11. G.O.Rt.No.1271, Municipal Administration and Urban Development (D2) Department, Dated: 22.09.2012.
12. From the Director of Town and Country Planning, Andhra Pradesh, Hyderabad Lr.Roc.No.9170/2003/M4, dated:30.01.2013.
13. G.O.Ms.No.347, Municipal Administration and Urban Development Department, Dated:20.07.2013.

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**ORDER:**

The following notification will be published in the Extra-ordinary issue of the Andhra Pradesh Gazette dated:22.07.2013.

**NOTIFICATION**

In exercise of the powers conferred by sub-section (2) of Section 80 of the Andhra Pradesh Municipalities Act, 1965 (A.P. Act 6 of 1965), and by subsection (1) of Section 18 read with subsection (1) of Section 14 and subsection (2) of Section 14-B of A.P. Municipal Corporations Act, 1994, the Governor of Andhra Pradesh hereby makes the following Special Rules for the Andhra Pradesh Municipal Town Planning Service for the post of Town Planning Officer (TPO) in all Urban Local Bodies in the State:

**RULES**

**1. Short title :**

These rules may be called the Andhra Pradesh Municipal Town Planning Service Rules, 2013 for the post of Town Planning Officer (TPO).

**2. Method of Appointment:**

- a) The method of appointment and appointing authority for the category of post mentioned in column (2) of the table below shall be as specified in the

....2...

corresponding entries in column (3) and column (4) thereof:-

Category	Name of the Post	Method of Appointment	Appointing Authority
(1)	(2)	(3)	(4)
I	Town Planning Officer	<p>1) By appointment by transfer from the Town Planning Supervisor with not less than three years of service in that category, or by direct recruitment if no qualified and suitable person is available for appointment by promotion from the Town Planning Supervisors.</p> <p>2) (a) For filling up of these posts, in a cycle of 9 vacancies, 3<sup>rd</sup> &amp; 7<sup>th</sup> vacancies shall be filled by the candidate with the qualification of Post Graduate Degree or Post Graduate Diploma of Two (2) years duration in Town &amp; Country Planning from a University in India established or incorporated by or under a Central Act., State Act. Or Provincial Act. Or must have passed Associate-ship examination of Institute of Town Planners of India recognized by the University Grants Commission.</p> <p>(b) In the event of suitable candidates with the mentioned qualification as at 2 (a) are not available, the same shall be considered to others as per the seniority list of Town Planning Supervisors.</p> <p>(c) In the event of the 3<sup>rd</sup> &amp; 7<sup>th</sup> vacancies reserved for the candidates with qualifications mentioned as at 2 (a) overlap/ coincide with the points reserved to SC/ST, the points reserved to the said qualified candidates be shifted to next point wherever such a situation occurs, in the event such qualified SC/ST candidates are not available.</p>	Director of Town and Country Planning

- b) Promotion to the category I, shall be made by Selection Committee on the grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
- c) The Committee for selection of suitable candidates for promotion to next higher category posts existing under this service shall be constituted by the Appointing Authority i.e. the Director of Town & Country Planning, Government of A.P., Hyderabad with four (4) Senior Officers of the Department, Two (2) Officers each from Technical & Administrative wings for selection of eligible candidates for promotion.

**3. Qualifications :**

No person shall be eligible for appointment to the category of post in column (2) of the table by direct recruitment or promotion or appointment by transfer, unless one possesses the qualifications prescribed in the corresponding entries in column (3) thereof :

Category	Name of the Post	Qualifications & Experience Prescribed
(1)	(2)	(3)
	Town Planning Officer	<u>By Promotion / Direct Recruitment :</u> (1) Must possess a minimum qualification of a Degree in B.Arch. or B.E./B.Tech (Civil) or B. Planning B.Tech (Planning) from a University in India established or incorporated by or under a Central Act, State Act or Provincial Act., recognized by the University Grants Commission OR Must possess a minimum qualification of a Diploma in D.C.E./L.C.E / L.A.A., awarded by the Andhra Pradesh Board of Technical Education (2) Promotion to the category I, shall be made by Selection Committee on the grounds of merit and ability, seniority being considered only where merit and ability are approximately equal. (3) Should have completed three (3) years of service in the category of Town Planning Supervisor. (4) No experience prescribed for Direct Recruitment of this category.

**4. Appointing / Disciplinary Authority :**

The Appointing/Disciplinary Authority in respect the above category post shall be the Director of Town & Country Planning, AP, Hyderabad.

**5. Reservation of appointments :**

Reservation in appointments shall be as per the provisions contained in Rule 22 and 22 (a) (i) (A to E) of the Andhra Pradesh State and Subordinate Service Rules, 1996 and subsequent amendments issued from time to time except in so far as it relates to physically handicapped persons.

**6. Age :**

The rules governing the minimum and maximum age for direct recruitment in the government service shall mutatis-mutandis apply to the category of this service.

**7. Probation :**

Every person appointed to a category in the service shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years, if recruited direct; and for a total period of one year on duty within a continuous period of two years, if appointed by promotion.

**8. Tests :**

- (a) Every person appointed to this service by direct recruitment in the category-I shall pass the Accounts Test for Local Body employees Paper I & II within the period of probation.
- (b) If any person fails to pass the above test within the period of probation or within such extended period, he shall be discharged from service by the appointing authority.
- (c) No person shall be eligible for promotion to category-I, unless he pass the test prescribed in sub-rule (1) under clause 8.
- (d) If any person fails to pass the tests as prescribed for the category posts-I in respect of direct recruitee within the period of probation or within such extended period, he shall be discharged from service by the Appointing Authority.

**9. Seniority :**

The seniority of the members of the service shall be determined as per Rules 33 to 36 of the Andhra Pradesh State and Subordinate Service Rules 1996.

**10. Postings and Transfers :**

The authority competent to order postings and transfers in respect of category-I post in this service including GHMC and all other Corporations shall be the Director Town & Country Planning, A.P., Hyderabad.

**11. Training :**

- (a) Every person appointed by direct recruitment to the Category -I post in this service shall undergo induction training (within a period of three (3) months from the date of appointment) for such a period as may be prescribed by Director Town & Country Planning, Government of A.P., Hyderabad.
- (b) He/she shall be liable to refund to the Government, the pay and allowances and any other remuneration received by him/her in addition to the amount spent by the Government on his/her Training that :
  - (i) If he/she fails to serve the department for a period of three years after the completion of Training for any reason; or
  - (ii) If he/she discontinues the Training or is discharged from Training course for mis-conduct or any other reason; or
  - (iii) If he/she secures any other employment elsewhere other than under the State Government, the instructions issued in G.O.Ms.No.268, Finance & Planning (Fin.Wing.F.R.I) Department, dated the 8<sup>th</sup> September, 1990 shall be scrupulously followed.
- (c) The period of Training shall count for the purpose of probation, increments, leaves and Pension as admissible etc.
- (d) A Direct Recruitree during the period of Training shall be eligible for the initial pay of the post with usual allowances admissible at the place of Training.
- (e) There shall be Orientation Training to the members of the service at such periodic intervals as determined by the Government/Department.
- (f) Failure to undergo such Orientation Training whenever summoned will attract severe disciplinary action by the Appointing Authority.

**12. Conditions of Service :**

- (a) Every person appointed by Direct Recruitment shall execute an Agreement Bond the he/she will serve the Department for a period of three (3) years, failing which he/she shall liable for penalty as stipulated under Rule 18, Clause (b).
- (b) In matters not covered by these rules, the members of this service shall be governed by all other rules applicable to Government Servants as prescribed by Government from time to time.

**13. Pay and allowances :**

- (a) A member of the service shall draw pay and all allowances admissible as per the orders of the Government issued from time to time.
- (b) Expenditure on pay and allowances of the members of the service shall be made through concerned Treasury as per the orders issued in G.O.Ms.No.179, dated:25.02.2009 of M.A & U.D ( G1) Department and subsequent orders from time to time.

**14. Leave :**

- (a) The Commissioner/Executive Authority concerned is competent to sanction casual leave, compensatory leave and optional holiday to all the members of the service
- (b) The Director of Town & Country Planning, A.P., Hyderabad or his nominee is competent to sanction all leaves other than the leave specified at clause (1) above to all members of the service within the frame work of leave rules.

**15. Leave Salary :**

Leave salary of the members of the service shall be paid through concerned Treasury.

**16. Loans and Advances :**

The Commissioner/Executive Authority concerned is competent to sanction loans and advances to the members of service as per rules applicable to government employees.

**17. Conduct :**

The Andhra Pradesh Civil Services (Conduct) Rules, 1964 applicable to Government servants as amended from time to time shall also be applicable to the members of this service.

**18. Discipline and Control :**

- (a) The Andhra Pradesh Civil Services (Classification, Control and Appeal) Rules, 1991 applicable to the government servants shall apply to the members of this service except to the extent indicated hereunder.
- (b) The Director of Town & Country Planning, AP, Hyderabad shall be the competent authority to place a member of this service under suspension for any irregularity or any other lapses or who is involved in the criminal complaints or on filing charge sheet in a court of Law.
- (c) (i) The Executive Authority/Commissioner concerned shall report in detail to disciplinary authority i.e. Director of Town & Country Planning, AP, Hyderabad regarding any a member of any category of this Service for suspension pending inquiry into grave charges as per APCS (CCA) Rules, 1991.

- (ii) The Disciplinary Authority i.e. Director of Town & Country Planning, AP, Hyderabad may impose the penalties as specified under Rule 9 of APCS (CCA) Rules, 1991 based on the gravity of disciplinary case, duly following the procedure as per APCS (CCA) Rules, 1991.
- (d) An appeal against any order passed by the Disciplinary Authority i.e. Director of Town & Country Planning, AP, Hyderabad shall lie to the Government.

**19. Pension:**

- (a) The existing municipal employees appointed before 1-9-2004 and who are promoted to this service shall be paid pension through concerned Treasury as per A.P. Revised Pension Rules 1980.
- (b) The existing municipal employees appointed on or after 1-9-2004 and who are promoted to this service and persons recruited direct to this service shall be governed under the purview of contributory pension scheme introduced in G.O.Ms No.653 Finance (Pension.I) Department dated 22-9-2004.
- (c) In respect of officers drawn on deputation, the concerned departments shall pay the pension, as applicable in their parent department.
- (d) The Encashment of E.L., FBF/ GIS, GPF/ APGLI etc., of a retired employee or the deceased employee shall be borne by the concerned Greater Corporations/ Corporations/ ULBs where the employee has retired from service or in the event of death as the case may be.

**20. Repeal and Savings :**

- (a) Except otherwise specifically stated, all rules applicable to government servants are applicable to the members of this service.
- (b) If there is any difficulty or discrepancy in interpreting the rules, the matter shall be referred to Government and orders passed thereon are final.

**( BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH )**

**Dr. S.K.JOSHI  
PRINCIPAL SECRETARY TO GOVERNMENT (UD)**

To  
The Commissioner of Printing Stationery & Stores Purchase Department,  
Andhra Pradesh, Hyderabad (with a request to send 100 copies of the rules)  
The Director of Town and Country Planning, Andhra Pradesh, Hyderabad.  
The Commissioner and Director of Municipal Administration, Andhra Pradesh, Hyderabad.  
The Commissioner, Greater Hyderabad Municipal Corporation, Hyderabad.  
The Commissioner, Greater Vishakhapatnam Municipal Corporation, Vishakhapatnam.  
The Commissioner, Vijayawada Municipal Corporation, Vijayawada.  
Copy to:  
The General Administration (Ser.E) Department.  
The Law (A) Department.  
P.S. to Secretary to Chief Minister.  
O.S.D. to Minister for Municipal Administration.  
P.S. to Prl. Secy. to Govt.(UD), MA & UD Department.  
Sf/Sc.

**// FORWARDED:: BY :: ORDER //**

**SECTION OFFICER**